Procedures
of the International Mounted Games Association

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Procedure 1
Voting

Unless otherwise stated within the procedure, in all instances where a vote is required by the IMGA Executive Committee, the voting process is as follows :

1.1. The individuals eligible to vote are the International Representatives of the full member countries. They may do this by being present in person, via a proxy (see procedure 2 for proxy voting), or remotely via video conferencing

1.2. Votes are registered by a show of hands unless otherwise stated within this Procedure Manual.

1.3. All votes are decided by a simple overall majority (except in the case of changes to the Constitution where voting requirements are slightly different. See Constitution -Main - Annex 1 Amendments to this Constitution).

1.4. In the event of a tied vote and there being only two possible voting options, the IMGA Chairman has the casting vote, even if he/she was not eligible to vote in the first place.

1.5. In the event of a tied vote and there being more than two options, the option with the lowest votes is discarded and the vote repeated. The process is repeated until such time as a result is found as per point 1.3 or point 1.4.

Procedure 2
Proxy Voting

The following procedure outlines how proxy votes are to be registered and used at IMGA meetings :

2.1. On occasions it may not be possible for all International Representatives to be present in person at an IMGA Annual General Meeting or any other IMGA Executive Committee meeting.

2.2. In this case absent International Representatives of full member countries may choose to vote by proxy.

2.3. A proxy must be confirmed in writing, stating the name of the individual nominated to hold the proxy, and must be signed by the International Representative giving the proxy.

2.4. Any individual can act as a proxy including International Representatives from other countries however an individual can only act as a proxy for one other country.

2.5. The International Representative unable to attend the meeting should indicate on their signed proxy form whether their appointed proxy has any specific voting instructions or whether the proxy holder is authorised to speak and vote on their behalf in all matters.

2.6. The signed proxy forms must be submitted to the Chairman at the beginning of any IMGA meeting.

Procedure 3
Allocation of Hosting for IMGA Sanctioned Competitions

(Rule Book GR14.1)

The term “IMGA sanctioned competitions” refers to the following :

- World Team Championship (Open and U-18)
- World Pairs Championship (Open, U18, U15 & U-12)
- World Individual Championship (Open, U18, U15 & U-12)
- European Team Championship (Open, U18, U15 & U-12)
- European Individual Championship (Open, U18, U15 & U-12)
- Nations Team Championship (Open only)

Each year the hosting of these competitions is awarded to member countries according to the following procedure :

3.1. The IMGA Executive Committee decides which members will host the IMGA sanctioned competitions each year.

3.2. The decision is made at the IMGA Annual General Meeting three seasons prior to the competitions being held (e.g. decisions on championships for 2018 are made at the end of the 2015 season).

3.3. Member countries wishing to bid for the right to host any of these competitions must submit bids outlining their plans 4 weeks prior to the agreed date of the IMGA Annual General Meeting. Bids must be submitted either in writing or electronically to the IMGA Finance and Administration Officer.

3.4. Each member country which has submitted a bid to host a competition is given the opportunity to present their case at the IMGA Annual General Meeting.

3.5. The individual bids are then voted upon and the result recorded in the meeting minutes.

Procedure 4
Setting of Affiliation Fees

Membership affiliation fees are reviewed each year and the new levels set according to the following procedure :

4.1. The IMGA Executive Committee sets the affiliation fees for full members and it is the responsibility of the IMGA Finance and Administration Officer to collect them.

4.2. At the IMGA Annual General Meeting the IMGA Finance and Administration Officer sets out the current affiliation fee structure.

4.3. Each IMGA Committee member is given the opportunity to suggest amendments to the current structure.

4.4. The individual suggestions are then voted upon and the result recorded in the meeting minutes.

Procedure 5
Allocation of Hosting and Organising IMGA Annual General Meetings

IMGA Annual General Meetings (AGMs) are usually held in different locations to "even out" the travelling. The following procedure is followed to decide the location for the AGM :

5.1. The IMGA Executive Committee meets at least once per year.

Hosting

5.2. Any International Representative may offer to take on the responsibility of organising the IMGA AGM.

5.3. The IMGA AGM does not necessarily have to take place in the country represented by that International Representative.

5.4. Bids to host the IMGA AGM should be submitted to the IMGA Executive Committee at the meeting in the preceding year.

5.5. The individual bids are then voted upon and the result recorded in the meeting minutes.

Organising

5.6. It is the responsibility of the IMGA Chair to ensure that the agenda for the IMGA AGM is prepared. Proposals for consideration at the AGM must be submitted using the official IMGA Proposal Submission Form and must be received by the published proposal deadline. Following the submission deadline, proposals will be assessed and prioritised according to their contribution to IMGA's agreed strategic priorities, with proposals contributing to Growth of the Sport receiving priority in accordance with IMGA's agreed strategic direction. The proposed prioritisation and agenda order will be reviewed by the IMGA Board before the final agenda is prepared. The final agenda, including the proposals to be considered, must be circulated to all IMGA Executive Committee members at least 4 weeks prior to the agreed meeting date.

5.7. It is the responsibility of the IMGA Chairman to chair the IMGA AGM.

5.8. It is the responsibility of the IMGA Chairman to ensure that suitable minutes of the IMGA AGM are taken and subsequently distributed to all members of the IMGA Executive Committee no later than 2 weeks following the end of the IMGA AGM.

5.9. Following this distribution, members have a 4 week consultation period in which to make comments or propose amendments which should be directed to the IMGA Chairman. Failure to respond is considered as acceptance of the minutes.

5.10. Should comments or amendments be received, these are incorporated into the minutes and a new version distributed with a further 4 week consultation period. This process is repeated until there are no further comments or amendments and the minutes are accepted by all members.

Procedure 6
Election of IMGA Officers

The following procedure defines the election procedure for the officers of the IMGA Executive Committee :

The IMGA Executive Committee is made up of one representative from each member country plus officers (elected and honorary), who may, but do not necessarily, have to already be members of the IMGA Executive Committee.

6.1. The IMGA Executive committee has six officer positions as follows :

Chairman
Vice-Chairman
Officer for Finance and Administration
Officer for Communications
Officer for Development
Chief Referee

6.2. The election of officers takes place every year according to the following schedule (term of office is 2 years) :

Odd numbered years:
Chairman
Officer for Development
Chief Referee

Even numbered years:
Vice-Chairman
Officer for Finance and Administration
Officer for Communications

6.3. An officer shall not be required to resign from their current role in order to stand for election to another role. If elected, the officer shall resign from their existing role with immediate effect.

6.4. The elections take place at the IMGA Annual General Meeting.

6.5. Should an officer resign their position or become unable to continue their duties during their term of office, a replacement is elected by the same procedure at the earliest possible occasion. The term served by the replacement officer in this case is only until the next scheduled election for the post.

6.6. The officer posts are not reserved for International Representatives, and any individual may stand for election. To do so, the individual's candidature, with a clear statement of their desire to enter the election for a specific post, plus the support of an International Representative as seconder, must be submitted in writing to the IMGA Chairman no less than 4 weeks prior to the agreed date of the meeting where the election will be held.

6.7. The IMGA Chairman informs the IMGA Executive Committee of the full list of candidates for each officer position no less than 3 weeks prior to the agreed election date.

6.8. Each candidate is given the opportunity to present their candidature to the IMGA Executive Committee on the day of the election.

6.9. Each officer position is voted on individually in reverse order (as listed under point 2 above) as per procedure 1, except that the vote is by secret ballot. The result is recorded in the meeting minutes.

Procedure 7
Expenses claims

IMGA reimburses travel, accommodation, and other expenses as follows :

7.1. Expenses are reimbursed to International Representatives, IMGA officers, and other authorised personnel, subject to prior authorisation by IMGA.

7.2. Expenses are reimbursed only for the following :

- Pre-competition inspections
- IMGA Annual General Meeting for IMGA officers who are not also International Representatives
- IMGA organised training for Referees and Assistant Referees
- Individuals performing the IMGA oversight role at sanctioned competitions

7.3. All reasonable attempts must be made to minimise expenses.

7.4. The procedure for claiming expenses has several phases :

- At least 1 week prior to incurring any costs, the individual concerned must provide all details of travel arrangements and expected additional costs on form IMGA-expenses.
- The form must be sent to the IMGA Finance and Administration Officer, preferably electronically to “imga.administration@mounted-games.org”
- The journey may not be undertaken and expenses incurred unless the IMGA Finance and Administration Officer has returned the form with it marked as authorised.
- After returning, the individual concerned must make a claim for reimbursement using the same form, attaching all receipts, tickets, etc.

Procedure 8
Selecting Referees for IMGA Sanctioned Competitions

8.1. At the latest by the 15th September in the year before the competition takes place, the organisers in the host country must provide IMGA with all relevant details regarding their requirements for referees. This should include the competition venue, the dates referee(s) will be required, the number of referees required, and what expenses and facilities will be covered by the organisers (travel, accommodation, food etc.).

8.2. As soon as possible after the 15th September, the IMGA Chief Referee forwards all information regarding referee requirements for all IMGA sanctioned competitions in the following year to all IMGA Certified Referees. This information includes a deadline date of 4 weeks prior to the date of the IMGA Annual General Meeting in that year and any referees wishing to be considered for one or more of the available positions should do so in writing to the IMGA Chief Referee before that date.

8.3. When the agenda for the IMGA Annual General Meeting is circulated, it includes the names of all referees who wish to be considered for the IMGA sanctioned competitions the following year.

8.4. At the IMGA Annual General Meeting, a vote by secret ballot is carried out for each of the available positions. Only those International Representatives whose countries are eligible to take part in the respective competition are allowed to vote.

8.5. The results of which referee is chosen for which competition are recorded in the IMGA AGM minutes and in addition the IMGA Chief Referee notifies the relevant host countries and successful candidates in writing.

8.6. In the event that a selected referee is subsequently no longer able to attend the event for which they have been selected, they must inform the IMGA Chief Referee as soon as possible. The IMGA Chief Referee will then inform the next highest placed referee from the original vote at the AGM who is able to attend that their services are required. If there is no available referee from the original list, the IMGA Chief Referee will appoint one at their discretion. The IMGA Chief Referee will then inform the host country, all IMGA Officers, as well as all international Representatives whose countries are eligible to take part in the competition of the change of referee.

8.7. A referee should never officiate at an IMGA sanctioned competition when it may cause a conflict of interest with a possible benefit to the referee, or in which an immediate family member is competing. If such a situation arises then the referee must withdraw with a replacement being found as per 8.6. (Immediate Family is your Partner, and: parents, children, stepchildren, fostered or adopted children, brothers, sisters, aunts, uncles, cousins, nephews, nieces, grandchildren, or grandparents, of either you or your Partner, who live in your Home Country." and "Partner is your spouse or someone of either sex with whom you have a permanent relationship, and who also lives with you at your Home).

Procedure 9
Checking Compliance with Membership Criteria

9.1. A checklist covering all the requirements full member countries are expected to fulfil is maintained by the IMGA Development officer.

9.2. The checklist is distributed to all International Representatives of full member countries biennially in odd numbered years by the end of September at the latest. It must be completed and returned to the IMGA Development officer with supporting documentation (where required) by the 31st December of the same year.

9.3. Failure to provide the correct documentation by the deadline, or failure to comply with any of the requirements, results in suspension of the membership of the offending country and no request for an affiliation fee payment will be sent for the following year.

9.4. If the documentation is submitted after the 31st December, a request for affiliation fee payment will be sent as soon as the documentation has been satisfactorily checked and payment of the affiliation fee will then automatically reactivate that country's membership.

9.5. In such a case, all late payment fees still apply from the beginning of the year.

9.6. If the documentation is not received before the 30th June, the membership of the offending country will be cancelled.

9.7. In cases where submitted documentation is found to be either incomplete or shows evidence or suspicion of a breach in the IMGA membership criteria, the IMGA Compliance Sub Committee Chair will report any issues to the member country concerned at the earliest possible time. Through ongoing dialogue both parties will attempt to resolve any issues found. If this is not successful the membership of the offending country will be cancelled unless the issue(s) are confined solely to membership criteria 1.10 and/or 1.11. In such cases, the country's membership will be placed on probation and affiliation fee payments will be requested the following year as usual.

9.8. A member country whose membership is placed on probation loses all voting rights within IMGA until such time as membership criteria 1.10 and/or 1.11 are satisfied and the probation is thereby lifted. All other rights remain the same.

9.9. Countries whose membership has been cancelled (as a result of 9.6. or 9.7.) may reapply for full membership of IMGA at any point after the cancellation. In order to do so, the country must fulfil all membership criteria at the point or re-entry. If the country concerned is unable to satisfy membership criteria 1.10 and/or 1.11 at the point of re-entry but can satisfy all other criteria, their reactivated membership will placed on probation (see 9.8.) until such time as these criteria have been satisfied.

9.10. If IMGA received a complaint at any time, accusing a country of non-compliance with membership criteria, that country has 4 weeks to respond to the allegation. Failure to do so will result in the membership of that country being suspended. If after 6 months there is still no response to the allegation, the membership of that country will be cancelled.